

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-095 **Issue Date:** 06-10-14 **Closing Date:** 06-23-14

Education Specialist
(3) Three Positions
Yakama Nation Tribal School
Department of Health & Human Services
Hourly Wage: \$24.90/Full-Time/Regular

The job of Education Specialist-Yakama Tribal School is done for the purpose/s of providing support to the instructional process by serving as a teacher with specific responsibility for supervising students with the classroom and other assigned areas; developing lesson plans and delivering group and individual student instruction within established curriculum guidelines; collaborating with other teachers, other professional staff, and administrators in addressing instructional and/or classroom issues; and responding to a wide range of inquiries from students' parents or guardians regarding instructional program and student progress.

Knowledge, Skills and Abilities:

- Skills are required to perform multiple, highly complex, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records; analyzing data; applying curriculum and instructional techniques; comparing results.
- Knowledge is required to perform basic math including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: appropriate codes, policies, regulations and/or laws; age appropriate activities; lesson plan requirements; and behavioral management strategies; assessment instruments and techniques; current and emerging technology; instructional media/equipment; methods of instruction and training; school safety and security practices.
- Ability is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific Ability-based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; maintaining confidentiality; exhibiting tact and patience; and working flexible hours; meeting deadlines and schedules; working as part of a team.

General Recruiting Indicators:

- Bachelor's degree in job-related area.
- Pre-employment drug and alcohol test.
- CPR Certificate.
- First Aid Certificate.
- Valid Driver's License & Evidence of Insurability.
- WA State Teaching Credential.
- Criminal Background Clearance.
- Pre-Employment Proficiency Test.
- Maintains Certificates and/or Licenses.
- Continuing Education Requirements.